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AUTHOR Hallman, Clark N.
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ABSTRACT

Intended to aid college instructors in need of library and bibliographic instruction presentations, this report describes a program which was designed by reference librarians at the University of Nebraska at Omaha to introduce beginning undergraduate students to the use of the university library and its resources. The report presents background information, as well as information on audiovisual presentations, library tours, and the Library Orientation Workbook, which is included in its entirety. The workbook contains sections on the card catalog, Library of Congress subject headings, encyclopedias, periodical indexes, location of magazine call numbers, newspaper indexes, abstracting services, and the monthly catalog of United States government publications, followed by exercises for the student. Chapters on grading the exercises and evaluating the success of the program are included in the report. (FM)

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A LIBRARY INSTRUCTION PROGRAM FOR BEGINNING UNDERGRADUATES

CLARK N. HALLMAN

Reference Librarian

UNIVERSITY LIBRARY

UNIVERSITY OF NEBRASKA AT OMAHA

February 1980

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A LIBRARY INSTRUCTION PROGRAM FOR BEGINNING UNDERGRADUATES

INTRODUCTION

The Reference Department at the University Library, University of Nebraska at Omaha, is very committed to providing effective library instruction. This commitment has resulted in a demand for numerous library and bibliographic instruction presentations (approximately 200 per year) to both undergraduate and graduate classes. The scope of the presentations ranges from general introductory library and bibliographic instruction, which surveys various types of library resources, to presentations designed for courses dealing with specific subjects, topics, or assignments. This paper deals with a program which was designed by Reference Librarians at UNO to introduce beginning undergraduate students to the use of the library and its resources. The program uses two slide/lecture presentations, tours, and a workbook exercise which is graded by the Reference Department.

BACKGROUND

This library instruction program has been specifically designed for students enrolled in Academic and Career Development 101, which is part of UNO's University Division. The University Division provides a setting in which the student who has not yet made a choice as to a major or career is free to take an exploratory program of studies. Although courses taken for credit while in the University Division are accepted in total by the various colleges on campus, the University Division is not a degree-granting college of UNO. A student remains in the University Division until he/she has completed 26 credit hours. The students receive special attention and assistance to help find suitable personal, educational, and career goals.

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Academic and Career Development 101 is a one credit hour course which meets twice per week and is taught by University Division Counselor/Instructors. The course is a required course for freshmen who are registered in the University Division and it is intended to:

1. Provide an opportunity for self-exploration.
2. Provide assistance in establishing good study habits.
3. Assist the student in finding a sense of purpose and direction to his/her studies.
4. Acquaint the student with the various colleges and services at the University.
5. Acquaint the student with vocational opportunities open to him/her.
6. Acquaint the student with the university life in general.

ACD instructors have designated two weeks during each semester for library orientation and instruction. During these two weeks (usually the fourth and fifth weeks of the semester) the classes meet in the University Library. The first session of each library week the students meet in the library classroom for a slide/lecture presentation by a member of the Reference Staff. The second meeting of each library week the students meet in the Reference area and are free to work on the library exercises which are part of the workbook to be discussed later in this paper.

SLIDE/LECTURE PRESENTATIONS

During the two week library orientation period, ACD students receive two slide/lecture presentations by members of the Reference Staff. These sessions provide two types of information - library orientation dealing with library specific information; and bibliographic instruction in the use of library resources.

The library orientation portion of the presentations provides general information about the physical layout of the library. The various service departments in the building are discussed along with library policies and services. This information is kept very brief since there are numerous handouts available for this purpose.

Most of the class time is devoted to bibliographic instruction or instruction in the use of various types of library resources. Slides used for this purpose show the resources which are being discussed by the Reference Staff member, and also illustrate how the material is used. For example, when periodical indexes are discussed the students are shown slides of portions of pages from Readers' Guide and Social Sciences Index to illustrate the format of the entries.

The presentations are intended to introduce students to various types of library resources which the Reference Staff consider to be most useful to undergraduates. The information supplements and complements the information which is presented in the workbook which can be seen on pages 9 to 26 of this paper. The sessions are kept informal to give students the opportunity to ask questions and make comments.

The use of slides provides two major advantages. Slides make it possible for the whole class to view the formats used in the various sources. They also maintain continuity in the sessions, since numerous Reference Staff members are involved as presenters for an average of twelve ACD classes each semester. Although each presenter may impart the information in a slightly different way, the slides assure that the same material will be covered.

The information is divided between two sessions to prevent overloading the students during a single meeting. This allows a slower pace which encourages questions and comments by the students and allows time for brief tours after each session.

The first session covers the following:

1. Library Orientation
   - Physical Layout
   - Service Departments - Policies and Services
2. Card Catalog
3. Library of Congress
   - Classification System
   - Subject Headings
4. Periodical Indexes
5. Locating Periodicals in the Library
   - Periodical Holdings List

The second session (held one week later) covers the following:

1. Newspaper Indexes
2. Abstracting Services
3. U.S. Government Publications
   - Depository System
   - Monthly Catalog of U.S. Government Publications

TOURS

Although the majority of the information is presented in the slide/lecture sessions, we have found that many students still desire a tour. Therefore, at the end of each presentation we conduct a brief tour usually lasting no longer than ten minutes. The first tour points out service desks on the second floor and locations of resources in the Reference Area. The second

tour covers service desks on the first floor which includes Government Documents and Microforms. A demonstration of the use of microfilm and microfiche is also provided while in the Microforms Area.

WORKBOOK

The Library Orientation Workbook was developed to complement the slide/lecture presentations. Basically the workbook serves two functions. It provides a written text including format examples which the student can refer to in the future. It also provides simple exercises to force the student to use some of the resources which are discussed. The workbooks are purchased (for the cost of production only) at the campus bookstore.

The exercises are designed to allow the students flexibility in the choice of their topics and in the choice of library resources which they use. We provide a list of suggested topics, but the students are not required to choose from this list. Therefore, a student may pursue his/her own interests or a topic which will be helpful for another course. Students are encouraged to use the same topic for all the exercises. However, this is not required since some topics may not work in some sources. We do, however, limit the students to the use of specific library resources. For example, we provide a list of periodical indexes and abstracting services from which the students must choose for the exercises in those areas. Students are also required to use the New York Times Index and a Monthly Catalog dated after June 1976. These restrictions serve two purposes. They limit the students to resources that conform to the formats that are discussed in the lectures and in the workbook. They also facilitate faster grading of the exercises by limiting the number of possible locations for answers. (See pages 9 to 26 for the workbook.)

UNIVERSITY DIVISION: ACADEMIC CAREER DEVELOPMENT

LIBRARY ORIENTATION WORKBOOK

A JOINT PROJECT OF

THE UNIVERSITY DIVISION

AND

THE UNIVERSITY LIBRARY
REFERENCE DEPARTMENT

CLARK N. HALLMAN
Reference Librarian

UNIVERSITY OF NEBRASKA
AT
OMAHA

Third Revision 1980

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** **
** Many examples in this workbook are fictitious in nature and **
** are intended only to illustrate formats **
** **

********** INTRODUCTION **********

This library orientation workbook has been designed specifically for students in the Academic Career Development course offered by the University Division. This workbook was developed to complement the oral/slide presentations developed by the Reference Department of the UNO library.

The objective of both the lecture presentations and the workbook is to acquaint students with basic library resources. This workbook is intended to define general types of library tools and provide an introduction and guidance to their use. Comprehensiveness is not attempted in this workbook. However, by reading the workbook and completing the exercises a beginning student should attain a basic understanding of resources available in the UNO library. It is hoped that this understanding will serve as a base for future learning and library use.

After completing this workbook, you will have had experience in working with the following six library resources:

1. Card Catalog

2. Subject Encyclopedias

3. Periodical Indexes

4. Newspaper Indexes

5. Abstracting Services

6. Monthly Catalog of U. S. Government Publications

And the following two skills specifically for use in the UNO library:

1. Use of a Divided Card Catalog

2. Location of Periodical Call Numbers

If you have questions about any portion of the workbook exercises, please ask for help at the Reference Desk.

********** I. CARD CATALOG **********

Definition: The Card Catalog is the term used in libraries to refer to the rows of drawers which list, in alphabetical order, the material which the library contains. By using the card catalog, you can obtain information about the material contained in the library and the call number which tells you where each item is located in the library. The card catalog is used primarily to locate books in the collection. However, it does list other material such as films, records, and tapes.

There are three types of card catalogs in the University Library at UNO: the Author card catalog, the Title card catalog, and the Subject card catalog. The catalog you use depends on what information you have and what information you need.

Using the Card Catalog: There are three types of cards, one for each of the three types of card catalogs: author, title, and subject. Basically the three types of cards will contain the same information. The only difference between the three cards is the information which is printed on the first line of each card:

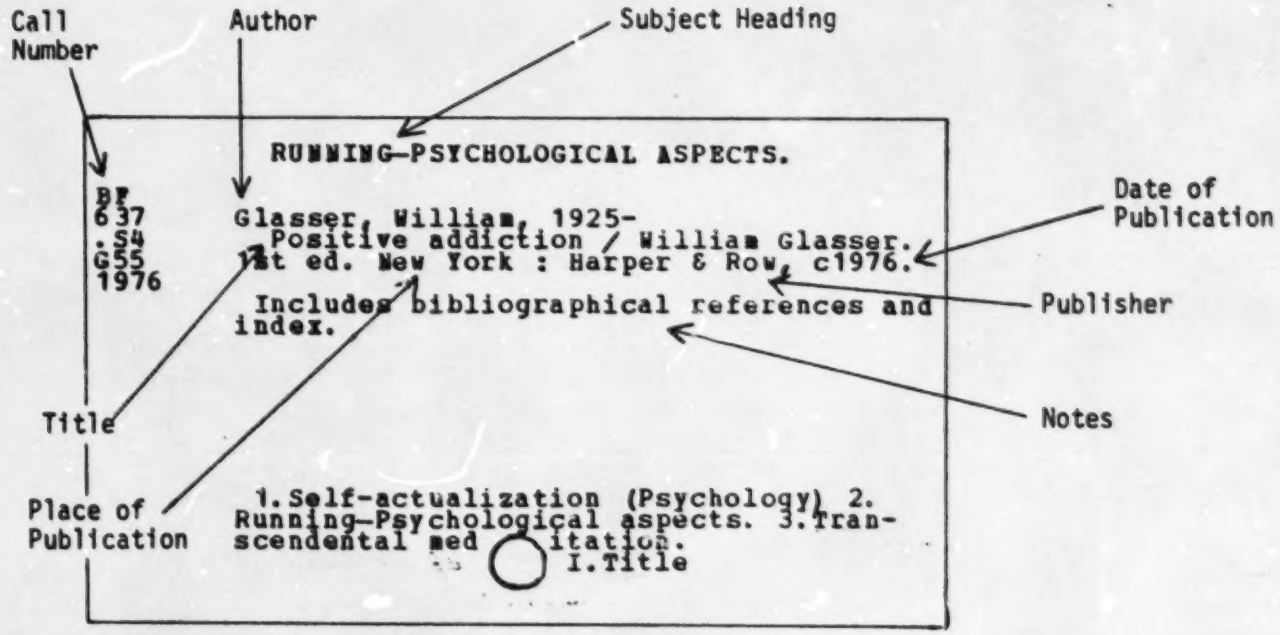
Author Card -- first line will contain author's name

Title Card -- title is typed at the very top of the card, otherwise the information is the same as the author card

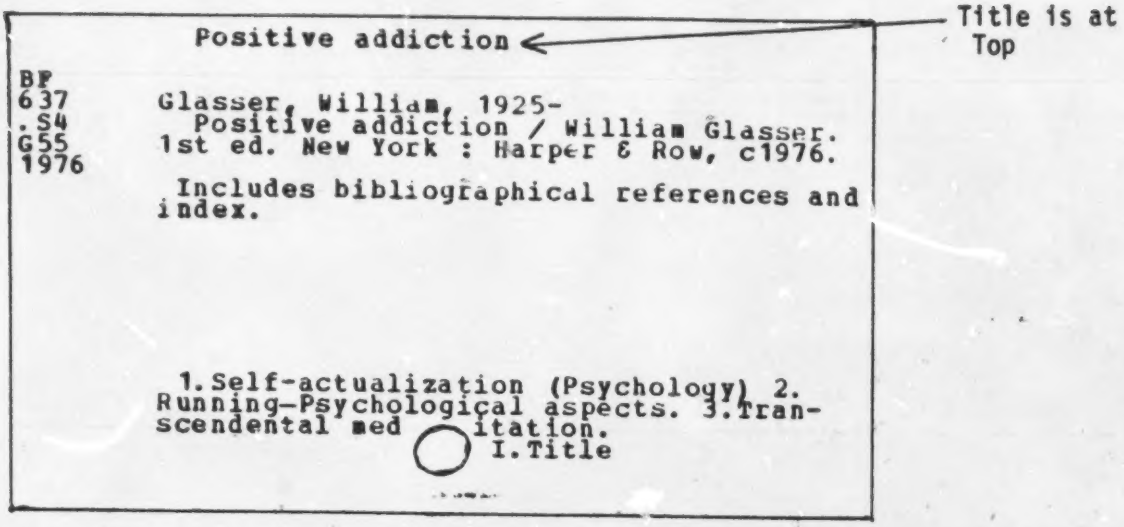
Subject Card -- subject heading is typed at the very top of the card, otherwise the information is the same as the author card

Except for the first line, the information is the same on all three cards, and follows the format shown on the following examples.

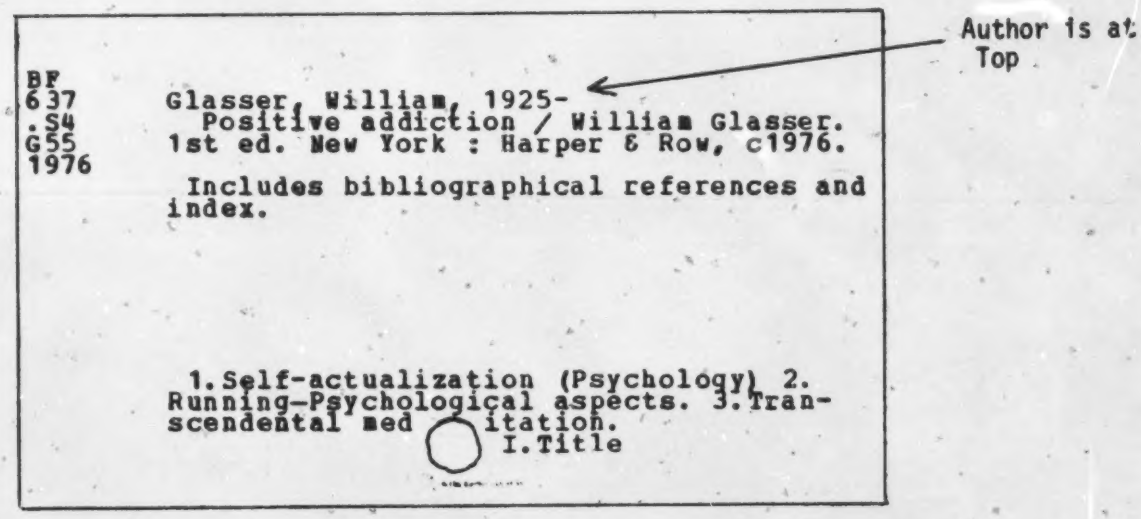
Example From Subject Card Catalog



Example From Title Card Catalog



Example From Author Card Catalog



If you want to find a book, or books written by a particular author, you can look in the author card catalog under the author's name.

If you only know the title of a particular book you want to find, you can look in the title card catalog for that title.

However, as is most often the case, if you want to find books dealing with a particular topic, you can look in the subject card catalog under the appropriate subject heading. However, a problem can arise here. If you do not use the proper subject heading, you may not find any books listed which deal with your topic; or you may be incorrectly led to books that deal with another topic. Therefore, you should use the Library of Congress Subject Headings, a two volume set of books which will help you determine the correct subject heading or headings to use.

II. LIBRARY OF CONGRESS SUBJECT HEADINGS

To help you use the subject card catalog, you should use the Library of Congress Subject Headings books. These two volumes are kept on a stand near the subject card catalog. They will tell you which subject heading is the best and most specific for your topic. The books also list some related subject headings which could provide additional material.

Subject headings used by the Library of Congress are in darker print.

Related subject headings which can be used to locate additional material are listed under the "sa" and "xx" notations.

Terms listed under "x" notations have little research value and can be disregarded for now.

Once you have found a listing in darker print for the topic you are interested in, that is the the subject heading to be used in the subject card catalog. However, locating a term in dark print in the listing of subject headings does not guarantee the UNO library will have a book on that topic; but if the library does, then that term is probably the one that should be used to locate material in the subject card catalog.

An example from the Library of Congress Subject Headings follows:

Example	Explanation
Runner bean See Scarlet runner bean	Runner bean is not a valid subject heading. You must use Scarlet runner bean in the card catalog.
RUNNING (GV1061-9) sa Hurdle-racing Jogging Marathon running Obstacle racing Sprinting Track-athletics x Cross-country running Foot racing xx Animal locomotion Human locomotion Racing Track-athletics	RUNNING is a valid subject heading and may be used in the card catalog. It would appear in darker print. (GV1061-9) indicates that most books about Running will be shelved between GV1061 and GV1069. sa = see also. These are related subject headings and can be used for more information. x — These terms are not valid subject headings. If you looked them up they would refer you to Running. xx — These are also related terms and can be used for more information.
Running (Baseball) See Base running (Baseball)	Running (Baseball) is not a valid subject heading. You must use Base running (Baseball).

********** III. ENCYCLOPEDIAS **********

General Encyclopedias

The main purpose of an encyclopedia is to provide an introduction to a subject which is not familiar to you. You may have worked with general encyclopedias which attempt to cover all areas of knowledge, and for that reason most of the individual articles do not go into very much depth.

Our collection includes the following general encyclopedias:

Collier's Encyclopedia
Encyclopaedia Britannica
Encyclopedia Americana
Encyclopedia International
The World Book Encyclopedia
and others

Subject Encyclopedias

Subject encyclopedias are more specialized since they include only material in specific subject areas. Articles in subject encyclopedias tend to be longer and more detailed than those in general encyclopedias. Subject encyclopedias can generally be found by looking in the Subject Card Catalog under a broad subject heading followed by -DICTIONARIES. Thus the following subject heading would include encyclopedias dealing with Sociology: SOCIOLOGY-DICTIONARIES

Examples of subject encyclopedias include:

The Encyclopedia of Education
The Encyclopedia of Jazz
The Encyclopedia of Management
The Encyclopedia of Philosophy
Encyclopedia of Sociology
International Encyclopedia of the Social Sciences
McGraw-Hill Encyclopedia of Science and Technology
New Catholic Encyclopedia
and others

Using Encyclopedias

Most encyclopedia articles are arranged in alphabetical order according to the subject of the articles. However, multi-volume sets usually include an index volume. The index will refer you to the appropriate volume or volumes which contain information about your subject.

When looking at an encyclopedia article, notice if a bibliography is provided. A bibliography is a list of other books or magazine articles which contain further information about the subject you are dealing with.

********** IV. PERIODICAL INDEXES **********

Periodical indexes are used to locate periodical articles or magazine articles about a particular topic. A periodical is any magazine or professional journal that comes out more than once during a year. The contents of these periodicals are not found in the card catalog. A periodical index saves you from paging through every issue of a magazine to find an article about your topic. The periodical index tells you if an article was written about your topic as well as when (date) and where (periodical title) it can be found.

Format: Most periodical indexes are alphabetical subject and author listings of articles. Therefore, much like the card catalog, you can look for articles by a particular person or about a particular subject.

Example: If you wanted to find an article about running, you may see the following entry:

RUNNING
Running for fitness. I Breathless. il pors
Run N 6:25-30 Je 14 '76

Each part of the entry is explained below:

RUNNING -- Subject heading. These are listed in alphabetical order throughout the index. Each subject heading is followed by a listing of periodical articles about the subject.

Running for fitness -- The title of a periodical article.

I Breathless -- Author of the periodical article.

il -- This is a special notation meaning this article contains illustrations. There is a key to these abbreviations usually near the front of the index.

pors -- This is another special notation meaning the article contains pictures. This also can be decoded by using the key to abbreviations usually near the front of the index.

Run N -- This is an abbreviation for the title of the periodical in which the article is printed. It always begins with capital letters. This may stand for Runners News. A key to the Abbreviations of Periodical Titles is usually near the front of the index.

6: -- This is the volume number of the periodical. The volume number is always immediately following the periodical title.

25-30 -- The pages on which this article appears.

Je 14 '76 -- The date of the periodical which contains this article, June 14, 1976.

********** V. LOCATION OF MAGAZINE CALL NUMBERS **********

When you have selected an article from the periodical indexes or abstracts that you wish to read, the next step is to find out if UNO has the magazine and if so, where it is in the library.

Magazines in the UNO Library are in three locations:

1. Current Issue -- Alphabetically on shelves in the northeast corner of level two.

2. Current Year -- Ask for the specific issue at the Periodicals window on level two.

3. Past Years -- On level one, in call number order, in one of the following formats:

   a. Bound or Unbound (Paper) -- On the shelves.

   b. Microfilm -- In the Microforms room.

   c. Microfiche -- In the Microforms room.

An alphabetical listing, by magazine title, of all the magazines, journals, periodicals, and newspapers in the UNO Library is available at numerous locations. The list is found on the Linedex near the Reference Desk and on the microfiche card sets at various locations. People at the Reference Desk can teach you how to use these periodical holdings lists. In addition to listing the magazines that the library contains, the lists will also tell you which volumes we have, and in what format (bound, unbound, microfiche, microfilm, etc.).

The entries on the periodical holdings lists (both linedex and microfiche) look something like this:

GV201 J6 — Journal of Physical Education and Recreation — bound, unbound, microfilm
v.1, 1930 - to date (Microfilm 1-5;22-32;34-except current issues)

Each part of this entry is explained below:

GV201 J6 -- Call number of the magazine. All magazines are shelved in call number order, except those of the current year.

Journal of Physical Education and Recreation -- Title of the Magazine. The list is in alphabetical order by these titles.

v.1, 1930 - to date -- The holdings of the UNO Library. This indicates that the library has all issues of this magazine from volume 1, 1930 to the present. If there were a volume number and year following the dash, then the library would contain only those inclusive volumes.

Microfilm 1-5;22-32;34-except current issues -- Only these volumes are on microfilm. All other volumes are paper. Current issues means the current year.

bound, unbound, microfilm -- The different forms in which this magazine is held.

********** VI. NEWSPAPER INDEXES **********

Definition: A newspaper index is used to locate newspaper articles about particular subjects. The UNO Library has several different newspaper indexes which are located on index table 5.

The UNO Library holds the following newspaper indexes:

Chicago Tribune Index
The New York Times Index
The Times Index (London Times)
The Wall Street Journal Index
Washington Post Index
and others

The New York Times Index is, of course, an index to the New York Times newspaper. The UNO Library has the newspaper on microfilm from 1851 to the present.

Format: The basic format for newspaper indexes follows:

RUNNING
Beneficial effects of regular distance running or jogging; illus (M), O 14, 20:1

Each part of this entry is explained below:

RUNNING -- This is a subject heading. The material below this subject heading refers to a particular newspaper article about running. The subject headings are listed in alphabetical order.

Beneficial effects of ... -- This statement describes the topic content of the newspaper article.

illus -- This is an abbreviation meaning the article contains illustrations. A key to abbreviations is usually near the front of the index.

(M) -- This is a notation indicating the lingth of the article. "S" means short, "M" means medium, and "L" means long.

O 14, 20:1 -- October 14th is the date of the newspaper issue which contains this article. Notice the year is not given because it will be on the cover of the index being used.
20 -- The page on which the article can be found.
1 -- The column where the article begins.
If the article would have been in a Sunday issue of the paper, a section number would have been included between the date and the page number. This would look like this--
O 14, IV, 20:1. Roman numeral IV refers to the section.

To locate the newspaper and read the article, you need to write down the title of the newspaper, the date (including the year), page, section (if applicable), and column numbers. The next step is to check our Periodical Holdings List to see if the UNO Library has the newspaper and to get its call number, etc. In most cases newspapers are held in the microfilm format due to the difficulty of long term storage of newsprint.

********** VII. ABSTRACTING SERVICES **********

Basically, abstracting services are used for the same reasons that periodical indexes are used. They provide another way to locate magazine articles or journal articles about particular subjects. However, abstracts provide additional information to help the user decide whether an article will be useful. In addition to the full bibliographic information for an article, a short description of the article is given. Abstracting services also tend to be more limited in the range of subject material being covered than are periodical indexes.

Format: Abstracting services are organized differently than periodical indexes. Basically, they are divided into two parts: an abstract section and an index section. The index section may be located in the back of the yearly volumes or monthly issues; or it may be a separate book labeled as an index. If the index is in a separate book, you must make sure that you have both sections (index and abstract) and that they both cover the same volume number and time period.

To find a magazine article about a particular topic, you should begin in the subject index. The subject index is an alphabetical listing of subject headings. Following each subject heading are numbers which refer to entries in the abstracts section. For instance the subject index may contain the following information:

> Atherosclerosis 3361
> Athletes 996, 4824
> Athletic Participation 624, 2496, 3030
> Atmospheric Conditions 321, 586

The word phrases in each line are subject headings. As you can see, they are listed in alphabetical order. The numbers following the subject headings refer to entries in the abstract section.

If you are interested in Athletic Participation you could select one of the three numbers listed after this heading (624 for example). When you look up 624 in the abstract section you may see the following:

> 624. Fleetfoot, Wilbur S. (U. Nebraska Omaha) Motivating factors of long distance runners. Current Topics In Physical Education, 1977(June), Vol 2(6), 82-100. - To discover the motivating factors of long distance runners two theories were applied to the attitudes and behavior of non-professional and non-collegiate runners. The Frobish motivational inventory was ...

Each part of the above entry is explained below:

624 -- This is the entry number which was obtained in the subject index. Each entry is numbered consecutively.

Fleetfoot, Wilbur S. -- The author of the article.

(U. Nebraska Omaha) -- The school where the author is affiliated.

Motivating factors of ... -- The title of the magazine article.

Current Topics In Physical Education -- The name of the magazine in which the article is printed.

1977(June) -- The date of the magazine issue.

Vol 2(6) -- The volume number (2) and the issue number (6) of the magazine.

82-100 -- The pages of the magazine which contain the article.

Most of the information above could be furnished in a periodical index. However, an abstract will also contain a short summary or description of the contents of the article. In the example, the summary begins with the following:

To discover the motivating factors of long distance ...

This summary is known as the abstract of the magazine article.

VIII. MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

Definition: The Monthly Catalog of U.S. Government Publications is an index to materials published by the federal government. These publications are not listed in the card catalog, you must use the Monthly Catalog to locate them.

Format: The Monthly Catalog is organized similarly to abstracting services. It contains three separate indexes - author, title, and subject. These alphabetical indexes provide entry numbers which lead to the main entry section of the Monthly Catalog. The main entry section provides information about each publication which is listed.

To use: The first step when you want to find a publication about a specific topic is to locate that subject in the subject index. The index may show several publications listed under your subject heading. Pick out the item that seems best suited to your purpose and copy down the entry number.

An example from the subject index of the Monthly Catalog follows:

Subject Heading → Physical fitness.
Fire service physical fitness programs: a summary report to ... , 77-16058

Publication Descriptions → Youth physical fitness: suggestions for school programs., 77-11796 ← Entry Number

Subject Heading → Physical fitness-Periodicals.
Newsletter - President's Council on Physical Fitness and Sports., 77-6408

The subject headings are listed in alphabetical order and each is followed by a list of publications dealing with that subject. In our example, if you are interested in school physical fitness programs, you could look up entry number 77-11796 in the main entry section of the Monthly Catalog. An example of this entry follows:

Superintendent of Documents Classification Number

Entry Number → 77-11796

Pr 37.8:P 56/2/Y 8/976

Author or Agency → United States. President's Council on Physical Fitness and Sports.

Title → Youth physical fitness: suggestions for school programs.- Washington : President's Council on Physical Fitness and Sports : for sale by the Supt. of Docs., U.S. Govt. Print. Off.,

Date → 1976.

iii, 95 p. : col. ill. ; 22 cm.

Issued July 1976.

Item Number → ● Item 851-J

S/N 040-000-00362-2

pbk. : $1.50

1. Physical fitness. 2. Physical education and training - United States. I. Title.

OCLC 2940212

Some important parts of the above example are explained below:

77-11796 — The entry number which was obtained in the subject index. These entry numbers are listed in numerical order throughout the main entry section of the Monthly Catalog.

United States. President's Council on ... -- The author may be an agency or a person.

● Item 851-J — An item number indicates that this publication is sent to depository libraries. Since the UNO Library is a partial depository, we receive most (but not all) of this material.

Pr 37.8:P 56/2/Y 8/976 — The Superintendent of Documents Classification Number. This is the number you take to the Documents Window to obtain the publication in the library.

Prior to July 1976 the format of the Monthly Catalog was slightly different. If you should ever need help with these older Monthly Catalogs, ask for assistance at the Reference Desk.

Student's Name _____ Instructor _____
Class Meeting Time _____

****** For a List of Suggested Topics See Last Page ******

1. LIBRARY OF CONGRESS SUBJECT HEADINGS EXERCISE (6 Points)

Pick a topic. Find the correct subject heading by using the Library of Congress Subject Headings books. List it as the Main Subject Heading and then list four related subject headings, if there are four.

Your topic _____

Main Subject Heading _____

Related Subject Headings (Related to Main Subject Heading) _____

_____

_____

_____

2. CARD CATALOG EXERCISE (11 Points)

List the complete information for one book which you have located in the subject card catalog under one of the subject headings you listed above.

Your topic _____

Subject heading used _____

Author _____

Title _____

Place of publication _____

Publisher _____ Date _____

Call number _____

3. ENCYCLOPEDIA EXERCISE (5 Points)

Ask at the Reference Desk for an appropriate subject encyclopedia for your topic.

Your topic _____

Encyclopedia used _____

Subject heading (term) used in the index volume _____

The article is in volume number (if multivolume set) _____ Page number _____

Is there a bibliography at the end of the article? _____

(Continued on Next Page)

Student's name _____ Instructor _____
Class Meeting Time _____

Look in the card catalog to see if the UNO Library has any of the books listed in the bibliography. Write down one of the books, giving the complete bibliographic citation, i.e., author, title, place of publication, publisher and date of publication.

_____

_____

If UNO has this book, copy the complete call number _____

4. PERIODICAL INDEX EXERCISE (21 Points)

Using one of the following periodical indexes complete the following information. You must use one of the following indexes or this entire section will be marked incorrect.

Periodical Indexes	Location
Applied Science & Technology Index	Table 9 - South
Biological & Agricultural Index	Table 9 - South
Business Periodicals Indes	Table 3 - South
Criminal Justice Periodical Index	Table 2 - North
Cumulative Index to Nursing & Allied Health Literature	Table 9 - South
Education Index	Table 2 - South
General Science Index	Table 1 - South
Humanities Index	Table 6 - South
Index to Periodical Articles By and About Blacks	Table 7 - South
Readers Guide to Periodical Literature	Table 1 - South
Social Sciences & Humanities Index	Table 3 - North
Social Sciences Index	Table 3 - North

Your topic _____

Periodical Index used _____

Date of Index Used _____ Volume of Index used _____ Page of Index used _____

Subject Heading used _____

Title of article _____

Author of article _____

Special notation abbreviations (if any) _____

Special notations in full (if any) _____

Abbreviation of periodical title _____

Complete Title of Periodical _____

_____

Volume of Periodical _____ Page Number of Periodical ____

Date of Periodical (month, day - if given, year) _____

Student's Name _____ Instructor _____
Class Meeting Time _____

5. MAGAZINE CALL NUMBER EXERCISE (14 Points)

Select a magazine of your choice and see if UNO has it. You may want to look up one of the magazines you found in working with the periodical indexes. If UNO does not have the magazine, choose another that we do have and complete the following.

Title of magazine _____

Call number for magazine _____

Volumes available at UNO _____

Are any volumes on microfilm? _____ which ones? _____

Are any volumes on microfiche? _____ which ones? _____

6. NEWSPAPER INDEX EXERCISE (11 Points)

Using the New York Times Index (located on Table 5 - South) complete the following information.

Your topic _____

Date of index used _____ Page of Index used _____

Subject Heading used _____

First line of article description _____

_____

_____

_____

Date of newspaper issue (month, day, year) _____

Page where article begins (include section if applicable) _____

Column where article begins _____

Student's Name _____ Instructor _____
Class Meeting Time _____

7. ABSTRACTING SERVICES EXERCISE (20 Points)

Using one of the following abstracting services complete the following information. You must use an abstracting service from this list or this entire section will be marked incorrect.

Abstracting Services	Location
Abstracts for Social Workers	Range C - West
Abstracts on Criminology & Penology	Range A - East
Abstracts on Police Science	Range A - East
Child Development Abstracts	Range E - West
Human Resources Abstracts	Range C - West
Psychological Abstracts	Range C - West
Sage Urban Studies Abstracts	Range A - East
Social Work Research & Abstracts	Range C - West
Sociological Abstracts	Range C - West
Women's Studies Abstracts	Range C - West

Your topic _____

Abstract used _____

Date of abstract used _____ Volume of Abstract used _____

Subject heading used _____

Entry number _____

Author of article _____

Title of article _____

Title of magazine _____

Magazine volume number ____ Magazine Issue Number (if given) _____

Magazine Date _____ Pages of Magazine article _____

Did the abstract give you information to help you decide if you wanted to read the article?

_____

_____

_____

Student's Name _____ Instructor _____
Class Meeting Time _____

8. MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS EXERCISE (12 Points)

Using a monthly catalog dated after June 1976 locate a government publication dealing with your topic and complete the following.

Your topic _____

Monthly Catalog used (date) _____

Subject term used in subject index _____

Entry number _____

Author _____

Title _____

_____

Date _____

Agency _____

Is this a depository item? (Item number?) _____

Superintendent of Documents Classification number _____

LIST OF SUGGESTED TOPICS

Abortion
Advertising
Aged/Aging
Alcohol/Alcoholics
American Indians/Indians of North America
Animal Behavior
Athletes/Athletics
Cancer/Carcinogens
Capital Punishment
Child Abuse
Clothing/Fashion
Communism
Conservation
Crime/Criminals
Depression
Divorce
Drugs/Narcotics
Family/Families
Food/Nutrition
Genetics
Handicapped
Health
Infants
Insects
Intelligence
Juvenile Delinquency
Managers/Management
Marihuana/Marijuana
Marriage
Personnel Management
Pollution
Population
Prisons/Prisoners
Probation
Psychotherapy
Schizophrenia
Smoking
Teachers/Teaching
Transportation
Women

*** A Total of 100 Points is Possible for These Exercises ***

GRADING THE EXERCISES

The exercise sheets are to be completed and handed in approximately one week after the second library presentation. They are graded by members of the Reference Staff on a points earned basis. A total of 100 points is possible for the exercises. Each blank on the exercises is assigned either one or two points depending on the importance of the specific information as determined by the Reference Staff. (See pages 29 to 33 for a Grading Key showing the number of points for each blank.)

The grading procedure involves retracing the steps of each student to check each response on the exercise sheets. While this is certainly much more difficult and time consuming than if there were only one possible correct response for each blank, we believe the benefits outweigh the disadvantages. Our exercises eliminate the excessive wear which results when many students are led to the same page of the same index or abstract, etc. We also eliminate much of the temptation for copying another student's work and we believe that the exercises are much more meaningful to the students since they are given the freedom to choose their own topics.

Although grading is a time consuming effort, there are several things that somewhat alleviate the drudgery of the process. First we attempt to get as many people involved in the process as is possible, including professionals, paraprofessionals, clerical, and student assistants. As long as the person is familiar with the resources they can help with the grading. Another time saving technique is to grade each exercise at the same time. Thus, in a stack of papers from 25 students, all the card catalog exercises are graded, then the Library of Congress Subject Headings exercises are graded, etc. The exercises themselves are

designed to facilitate rapid grading. For instance, the exercises attempt to solicit enough information from the student to allow us to quickly retrace his/her steps. Thus, you will notice that on the periodical index exercise (number 4) we not only ask for the date of the index used and the subject heading used, but we also ask for the page of the index which is used. Also, as we have already mentioned, we limit the students to a specified list of resources which conform to the formats which are covered in the lectures and the workbook.

Student's Name GRADING KEY Instructor _____
Class Meeting Time _____

****** For a List of Suggested Topics See Last Page ******

1. LIBRARY OF CONGRESS SUBJECT HEADINGS EXERCISE (6 Points)

Pick a topic. Find the correct subject heading by using the Library of Congress Subject Headings books. List it as the Main Subject Heading and then list four related subject headings, if there are four.

Your topic _____

Main Subject Heading _____ 2 Pts _____

Related Subject Headings (Related to Main Subject Heading) _____ 1 Pt _____

_____ 1 Pt _____

_____ 1 Pt _____

_____ 1 Pt _____

2. CARD CATALOG EXERCISE (11 Points)

List the complete information for one book which you have located in the subject card catalog under one of the subject headings you listed above.

Your topic _____

Subject heading used _____ 2 Pts _____

Author _____ 2 Pts _____

Title _____ 2 Pts _____

Place of publication _____ 1 Pt _____

Publisher _____ 1 Pt _____ Date _____ 1 Pt _____

Call number _____ 2 Pts _____

3. ENCYCLOPEDIA EXERCISE (5 Points)

Ask at the Reference Desk for an appropriate subject encyclopedia for your topic.

Your topic _____

Encyclopedia used _____ 2 Pts _____

Subject heading (term) used in the index volume _____ 1 Pt _____

The article is in volume number (if multivolume set) _____ 1 Pt _____ Page number 1 Pt

Is there a bibliography at the end of the article? _____

(Continued on Next Page)

Student's name GRADING KEY Instructor _____
Class Meeting Time _____

Look in the card catalog to see if the UNO Library has any of the books listed in the bibliography. Write down one of the books, giving the complete bibliographic citation, i.e., author, title, place of publication, publisher and date of publication.

_____

_____

If UNO has this book, copy the complete call number _____

4. PERIODICAL INDEX EXERCISE (21 Points)

Using one of the following periodical indexes complete the following information. You must use one of the following indexes or this entire section will be marked incorrect.

Periodical Indexes	Location
Applied Science & Technology Index	Table 9 - South
Biological & Agricultural Index	Table 9 - South
Business Periodicals Index	Table 3 - South
Criminal Justice Periodical Index	Table 2 - North
Cumulative Index to Nursing & Allied Health Literature	Table 9 - South
Education Index	Table 2 - South
General Science Index	Table 1 - South
Humanities Index	Table 6 - South
Index to Periodical Articles By and About Blacks	Table 7 - South
Readers Guide to Periodical Literature	Table 1 - South
Social Sciences & Humanities Index	Table 3 - North
Social Sciences Index	Table 3 - North

Your topic _____

Periodical Index used _____ 1 Pt _____

Date of Index Used _____ 1 Pt _____ Volume of Index used _____ 1 Pt _____ Page of Index used _____ 1 Pt _____

Subject Heading used _____ 2 Pts _____

Title of article _____ 2 Pts _____

Author of article _____ 2 Pts _____

Special notation abbreviations (if any) _____ 1 Pt _____

Special notations in full (if any) _____ 1 Pt _____

Abbreviation of periodical title _____ 1 Pt _____

Complete Title of Periodical _____ 2 Pts _____

_____

Volume of Periodical _____ 2 Pts _____ 30 Page Number of Periodical 2 Pts

Date of Periodical (month, day - if given, year) _____ 2 Pts _____

Student's Name GRADING KEY Instructor
Class Meeting Time

5. MAGAZINE CALL NUMBER EXERCISE (14 Points)

Select a magazine of your choice and see if UNO has it. You may want to look up one of the magazines you found in working with the periodical indexes. If UNO does not have the magazine, choose another that we do have and complete the following.

Title of magazine 2 Pts

Call number for magazine 2 Pts

Volumes available at UNO 2 Pts

Are any volumes on microfilm? 2 Pts which ones? 2 Pts

Are any volumes on microfiche? 2 Pts which ones? 2 Pts

6. NEWSPAPER INDEX EXERCISE (11 Points)

Using the New York Times Index (located on Table 5 - South) complete the following information.

Your topic

Date of index used 1 Pt Page of Index used 1 Pt

Subject Heading used 2 Pts

First line of article description 1 Pt

Date of newspaper issue (month, day, year) 2 Pts

Page where article begins (include section if applicable) 2 Pts

Column where article begins 2 Pts

Student's Name GRADING KEY Instructor
Class Meeting Time

7. ABSTRACTING SERVICES EXERCISE (20 Points)

Using one of the following abstracting services complete the following information. You must use an abstracting service from this list or this entire section will be marked incorrect.

Abstracting Services	Location
Abstracts for Social Workers	Range C - West
Abstracts on Criminology & Penology	Range A - East
Abstracts on Police Science	Range A - East
Child Development Abstracts	Range E - West
Human Resources Abstracts	Range C - West
Psychological Abstracts	Range C - West
Sage Urban Studies Abstracts	Range A - East
Social Work Research & Abstracts	Range C - West
Sociological Abstracts	Range C - West
Women's Studies Abstracts	Range C - West

Your topic _____

Abstract used _____ 1 Pt

Date of abstract used _____ 1 Pt Volume of Abstract used 1 Pt

Subject heading used _____ 2 Pts

Entry number _____ 1 Pt

Author of article _____ 2 Pts

Title of article _____ 2 Pts

Title of magazine _____ 2 Pts

Magazine volume number 2 Pts Magazine Issue Number (if given) 2 Pts

Magazine Date 2 Pts Pages of Magazine article 2 Pts

Did the abstract give you information to help you decide if you wanted to read the article?

Student's Name GRADING KEY Instructor

Class Meeting Time

8. MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS EXERCISE (12 Points)

Using a monthly catalog dated after June 1976 locate a government publication dealing with your topic and complete the following.

Your topic _____

Monthly Catalog used (date) _____ 1 Pt

Subject term used in subject index 2 Pts

Entry number _____ 1 Pt

Author _____ 1 Pt

Title _____ 2 Pts

_____

Date _____ 1 Pt

Agency _____ 1 Pt

Is this a depository item? (Item number?) 1 Pt

Superintendent of Documents Classification number 2 Pts

LIST OF SUGGESTED TOPICS

Abortion
Advertising
Aged/Aging
Alcohol/Alcoholics
American Indians/Indians of North America
Animal Behavior
Athletes/Athletics
Cancer/Carcinogens
Capital Punishment
Child Abuse
Clothing/Fashion
Communism
Conservation
Crime/Criminals
Depression
Divorce
Drugs/Narcotics
Family/Families
Food/Nutrition
Genetics
Handicapped
Health
Infants
Insects
Intelligence
Juvenile Delinquency
Managers/Management
Marihuana/Marijuana
Marriage
Personnel Management
Pollution
Population
Prisons/Prisoners
Probation
Psychotherapy
Schizophrenia
Smoking
Teachers/Teaching
Transportation
Women

*** A Total of 100 Points is Possible for These Exercises ***

RESULTS OF THE PROGRAM

The results of this library instruction program have been very encouraging. Most students tend to do very well on the exercises. For instance, during the Fall Semester 1979 approximately 200 students completed the exercises. 52% of these 200 students earned 91 to 100 points. 77% of these 200 students earned 80 to 100 points. We are pleased that the students are doing so well on the exercises and we are not concerned that the exercises are too easy. One of our major objectives of the program is to develop in the students a positive attitude toward the library. Therefore, we do not wish to create additional stress for students by assigning them a poor grade on the library exercises. However, we have found that assigning grades to the papers is necessary to enhance the motivation of the students.

We believe we are successfully achieving our two basic objectives for the program:

To introduce the students to the use of several types of library resources.

To develop a positive attitude in the students toward the library.

The following is an analysis of our success based on student evaluations of the program during three semesters - Fall 1978, Spring 1979, and Fall 1979. During these three semesters 333 students filled out an evaluation form after completing this library instruction program. The following presents the questions on the evaluation form and the percentage of the total 333 students which responded in each way possible. For questions 3 through 18 we have provided the percentages for responses A through E. We have also added the D and E responses together to give a better idea of how many students were more than somewhat favorable.

1. Class Status

   A. Freshman 88%

   B. Sophomore 9%

   C. Junior 2%

   D. Senior 1%

   E. Other 1%

2. Have you had prior library instruction at UNO?

   A. Yes 17%

   B. No 83%

For questions 3 - 18 please use the following rating scale:

Not at All		Somewhat		Very Much
A	B	C	D	E

Do you feel more confident in using the following:

3. Author - title card catalogs

   A=4% B=5% C=35% D=28% E=28% D+E=56%

4. Subject card catalog

   A=3% B=5% C=32% D=28% E=32% D+E=60%

5. Reference materials (dictionaries, encyclopedias, etc.)

   A=2% B=9% C=33% D=32% E=28% D+E=60%

6. Periodical Indexes (magazines and newspapers)

   A=8% B=11% C=36% D=31% E=14% D+E=45%

7. Government Documents

   A=13% B=20% C=35% D=23% E=8% D+E=31%

8. Periodical Holdings List

A=13% B=20% C=28% D=26% E=13% D+E=39%

9. Did the instruction help you do a better job on your term paper and class assignments?

A=7% B=13% C=32% D=27% E=20% D+E=47%

10. Did the skills you learned in the instruction help you in any other classes this semester?

A=11% B=12% C=27% D=27% E=21% D+E=48%

11. Do you think the library information and skills you learned will be useful in the future?

A=2% B=3% C=14% D=33% E=47% D+E=80%

12. Were the librarians generally helpful?

A=2% B=5% C=12% D=29% E=52% D+E=81%

13. Do you now feel more comfortable about asking librarians for assistance?

A=2% B=3% C=22% D=35% E=37% D+E=72%

14. Was the instruction generally easy to understand?

A=3% B=8% C=29% D=41% E=20% D+E=61%

15. Are you now able to locate the services and facilities of the library?

A=3% B=6% C=28% D=42% E=20% D+E=62%

16. My instructors generally encourage library use.

A=4% B=12% C=35% D=29% E=20% D+E=49%

17. Did the library instructor create an interest in the subject?

A=9% B=17% C=40% D=22% E=13% D+E=35%

18. Would you recommend this library instruction program to a friend?

A=7% B=7% C=25% D=26% E=35% D+E=61%